

भारत सरकार
GOVERNMENT OF INDIA



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Part II - Section 3

केन्द्र-शासित प्रदेश लद्दाख प्रशासन
ADMINISTRATION OF UNION TERRITORY OF LADAKH

INDUSTRIES & COMMERCE DEPARTMENT
File No.:A/322/2023-I&C SECTION
NOTIFICATION

Ladakh, 17th of April, 2025

S.O. 45 In exercise of the powers conferred by S.O 282(E) dated: 21.01.2020, issued by the Ministry of Home Affairs, the Lieutenant Governor of Union territory of Ladakh hereby makes the following Rules, namely: -

1. Short title and commencement

- (1) These Rules may be called the *Union Territory of Ladakh Handloom (Subordinate) Service Recruitment Rules, 2025*.
- (2) These Rules shall come into force from the date of their publication in the Official Gazette.

2. Definitions. - In these Rules, unless the context otherwise requires. -

- (a) ***“Administration”*** means Administration of the Union territory of Ladakh;
- (b) ***“Administrative Department”*** means the Department of the Administration in the Union territory Secretariat holding the administrative charge of the Service;
- (c) ***“Appointed day”*** shall mean the day as defined under section 2 (a) of the Jammu and Kashmir Reorganization Act, 2019.
- (d) ***“Board”*** means the appropriate recruitment board;
- (e) ***“Cadre”*** means the sanctioned strength of the Service under these Rules;
- (f) ***“Member of the Service”*** means a person appointed to a post in the Handlooms (Subordinate) Service under the provisions of these Rules;
- (g) ***“Rules”*** means the Union territory of Ladakh Handlooms (Subordinate) Service Recruitment Rules;
- (h) ***“Resident of Union territory of Ladakh”*** means any person who satisfies the criteria of residence as may be prescribed for the purpose of employment under the Administration of Union territory of Ladakh under any Act, Rule, Regulation or Order having force of law in Union territory of Ladakh;
- (i) ***“Schedule”*** means the Schedule(s) annexed to these Rules;
- (j) ***“Service”*** means Service as constituted under these Rules;
- (k) ***“Union territory”*** means the Union territory of Ladakh;

3. Constitution of the Service. -

From the date of commencement of these Rules, there shall be constituted the Union territory of Ladakh Handlooms (Subordinate) Service.

4. Initial Constitution. -

On the date of commencement of these Rules, persons who have already been appointed substantively to a post in the cadre of J&K Handlooms (Subordinate) Service and finally allotted for service in the Union territory of Ladakh in accordance with the provisions of section 89(2) of the J&K Reorganization Act, 2019, shall be deemed to have been appointed to the Service at the initial constitution.

Provided that a person appointed by a competent authority substantively to a post in the cadre of J&K Handlooms (Subordinate) Service on the recommendations of a Board after the appointed day shall also be deemed to have been appointed to the Service at the initial constitution and the services rendered by him prior to the commencement of these Rules shall count for the purposes of rules regulating his conditions of service.

5. Strength and composition of the Service. -

- (1) The authorized permanent strength of the Cadre and the nature of the posts included therein shall be determined by the Administration, from time to time and shall at the initial constitution of the Service under these Rules, be such as specified in *Schedule-I*.
- (2) The Administration shall, at the interval of every five years or at such other intervals as may be necessary, re-examine the strength and composition of the Cadre of the Service and make such alteration therein as it deems fit.

6. Qualification and Method of Recruitment. -

- (1) No person shall be eligible for appointment or promotion to any post unless he possesses the qualifications as laid down in *Schedule- II* annexed to these Rules;
- (2) Appointment to the Service shall be made: -
 - (a) By direct recruitment; or
 - (b) By promotion, failing which by absorption:

Provided that the terms and manner of appointment by absorption shall be as notified by the Administration by a general or special order.

Provided further that the competent authority to appoint a person to the Service by absorption shall be the Administration.

7. Probation. -

- (1) Every person on appointment to the Service, by direct recruitment shall be on probation for a period of two years. Person on appointment to the Service by promotion or by absorption shall be on probation for a period of six months.

Provided that the period of probation may extend in accordance with the instructions issued by the Administration from time to time.

Provided further that other matters relating to probation, will be governed by the instructions issued by the Administration in this regard from time to time.

- (2) If, during the period of probation or any extension thereof, as the case may be, the Administration is of the opinion that a person appointed to the Service has not successfully completed the period of probation, the Administration may discharge the directly recruited candidate from the Service, or revert the promotee to the post held by him prior to his promotion.

8. Training and Departmental Examination. -Persons appointed to the Service shall be required to undergo such training from time to time during the course of probation and to pass such examination(s) as the Administration may prescribe:

Provided that the Administration may exempt, either wholly or partly, from such training or departmental examination(s) person who have passed a departmental examination or undergone training declared by the Administration to be equivalent to a departmental examination or training prescribed under these Rules.

9. Eligibility for direct recruitment. -The age limit and other qualifications for direct recruitment shall be as prescribed by the Administration.

Provided that a person already in Government service would be required to apply through proper channel for direct recruitment against a vacant post in the Service, if he possesses the educational and other qualifications prescribed for recruitment to such posts.

10. Maintenance of seniority lists. -

The Administrative Department shall maintain up to date and final seniority list of Members of the Service.

Provided that the seniority of Members of the Service shall be maintained in accordance with the rules as may be notified by the Administration by a general or special order.

11. Disqualification for appointment. –

No person shall be qualified for appointment to the Service unless the person is a Resident of Union territory of Ladakh.

Provided that this shall not apply to persons allotted service in Union territory of Ladakh under the provisions of section 89(2) of Jammu and Kashmir Reorganization Act, 2019, or such Rules as may be formulated by the Administration.

12. Interpretation. -

If any question arises relating to the interpretation of these Rules, the matter shall be referred to the Administrative Department whose decision thereon shall be final and binding.

13. Repeal and Savings. -

- (1) All the Rules corresponding to these Rules in force immediately before the commencement of these Rules are hereby repealed.
- (2) Notwithstanding such repeal, any appointment order made or action taken under the provisions of the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Rules.
- (3) Nothing in these Rules shall affect reservations, relaxation in age-limit and other concessions required to be provided for the Scheduled Tribes/Scheduled Castes and other special categories of person in accordance with orders issued by the Administration from time to time in this regard.

14. Residuary Matters. -

In regard to the matters not specifically covered by these Rules, the members of the Service shall be governed by Rules/regulations and orders as may be prescribed by the Administration.

Issued with the approval of the Competent Authority.

Sd/-
(Sanjeev Khirwar) IAS
Principal Secretary
Industries & Commerce Department

Copy to the:

1. Joint Secretary MHA, Jammu, Kashmir and Ladakh.
2. All the Administrative Secretaries UT Ladakh.
3. Additional Director General of Police Ladakh.
4. Deputy Commissioner/CEO, LAHDCs Leh/Kargil.
5. All Divisional Head of the Departments.
6. OSD to Hon'ble Lieutenant Governor, Union Territory of Ladakh for information of Hon'ble Lieutenant Governor.
7. Private Secretary to Chief Secretary, UT of Ladakh.
8. District Informatics Officer, NIC, Ladakh for uploading in the UTWebsite.
9. I/C Archives, Archaeology and Museums.
10. Office/Order File.

Sumera Shafi, JKAS
Under Secretary

Ladakh Handlooms (Subordinate) Service Recruitment Rules, 2025

SCHEDULE - I

S.No	Designation of the Post	Pay Level & Structure	No. of posts
1	Superintendent (Kargil)	Level 6E (35900-113500)	01
2	Procurement Officer/ Accountant Cum Storekeeper	Level 6 (35400-112400)	07
3	Tailor Master/ Cutting Cum Tailoring Instructor	Level 6 (35400-112400)	03
4	Head Weaver/ Weaving Instructor	Level 6 (35400-112400)	10
5	Supervisor	Level 6 (35400-112400)	07
6	Assistant Extension Officer (AEO) / Sprok Patoo Instructor/ AssistantCraftsman	Level 6 (35400-112400)	03
7	Knitting Instructor	Level 6 (35400-112400)	05
9	Senior Assistant	Level 5 (29200-92300)	03
10	Accounts Assistant	Level 5 (29200-92300)	02
11	Coop Supervisor	Level 4 (25500-81100)	01
12	Assistant Tailor Master / TailoringMaster	Level 4 (25500-81100)	02
13	Hosiery Instructor	Level 4 (25500-81100)	01
14	Weaving Master	Level 4 (25500-81100)	02
15	Sr. Spinning Jobber	Level 4 (25500-81100)	01
16	Sr. Storekeeper / Salesman	Level 4 (25500-81100)	02
17	Junior Assistant	Level 4 (25500-81100)	03
18	Warper Cum Winder / Carder/Miller/Weaving Assistant	Level 2 (19900-63200)	16
19	Spinning Assistant / Spinning Jobber	Level 2 (19900-63200)	19
20	Storekeeper Cum Clerk	Level 2 (19900-63200)	05
21	Tailoring Assistant	Level 2 (19900-63200)	03
22	Hosiery Assistant	Level 2 (19900-63200)	04
23	Driver	Level 2 (19900-63200)	01
24	Chowkidar /Orderly cum Chowkidar	Level SL1 (14800-47100)	12
25	Helper*	Level SL1 (14800-47100)	26
	Total		139

Note The cadre of Helper is created exclusively for the purpose of adjusting Daily Rated Workers (DRWs). It shall constitute a distinct cadre and diminish with the passage of time due to resignation, superannuation, death, promotion or otherwise. Consequently, the cadre of helper will stand abolished automatically after the last incumbent vacates the post.*

Ladakh Handlooms (Subordinate) Service Recruitment Rules, 2025

Schedule-II (A)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
Level 5 (29200-92300)	Senior Assistant	-	100% by promotion from Junior Assistant in order of seniority, having not less than three (03) years substantive service as Junior Assistant and also having qualified Secretariat Assistant Training Course Examination.
Level-4 (25500-81100)	Junior Assistant	Graduation from any recognized University with minimum 200 Hours or 6-months Certificate Course in Computer Application from any Government recognized Institute and to qualify type test with speed of not less than 35 words per minute on computer keyboard.	i. 75% by direct recruitment. ii. 25 % by promotion from matriculate Chowkidar/Orderly cum Chowkidar in order of seniority, having not less than three (03) years substantive service as such on the recommendation of DPC, and to qualify type test with speed of not less than 30 words per minute. <i>Provided that a person appointed by direct recruitment or by promotion shall have to undergo and qualify the Secretariat Assistant Training Course Examination /Training during the period of probation.</i>
SL-1 (14800-47100)	Chowkidar /Orderly Cum Chowkidar/	Minimum Matric and Maximum 10+2	100% Direct Recruitment

Schedule-II (B)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
Level-6 (35400-112400)	Tailor Master/ Cutting cum Tailoring Instructor	-	100% by Promotion from Assistant Tailor Master/ Tailoring Master having not less than five (05) years of substantive service.
Level-4 (25500-81100)	Assistant Tailor Master/ Tailoring Master	Bachelor in design (B.Des) / B.A (Fashion Design) from a recognized University/ Institute. OR Diploma in Handloom & Textile Technology from a recognized University/Institute. OR 12 th Pass with two (02) years National Trade Certificate /State Certificate Course as Tailoring technician awarded by NCVT / SCVT.	i. 50% by Direct Recruitment. ii. 50% by promotion from Tailoring Assistant having not less than five (05) years of substantive service.
Level- 2 (19900 - 63200)	Tailoring Assistant	10 th pass with one (01) year NCVT/ SCVT in Sewing/ Fashion Design & Technology	100% by Direct Recruitment.

SECTION-II (C)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
(Level -6E) 35900-113500	Superintendent (Kargil)	-	100% by promotion from Head Weaver / Weaving Instructor / Knitting Instructor/ Sprok Patoos Instructor/ Assistant Craftsman / Assistant Extension Officer / Supervisor/ Accountant Cum Storekeeper / Procurement Officer having not less than (05) five years of substantive service.
(Level-6) 35400-112400	Head Weaver / Weaving Instructor	B.Tech in Handloom & Textile Technology from a recognized University/Institute. OR Bachelor in design (B.Des)/B.A (Fashion Design) from a recognized University/Institute. OR Diploma in Handloom & Textile Technology from a recognized University/Institute	i. 50% by Direct recruitment. ii) 50 % by promotion from Weaving Master having not less than (05) Five years of substantive service.
(Level – 4) 25500-81100	Weaving Master	-	100% by promotion from Warper cum Winder / Carder / Miller / Weaving Assistant having not less than (05) Five years of substantive service.
(Level- 2) 19900 - 63200	Warper cum Winder /Carder / Miller /Weaving Assistant	Diploma one year in Handloom & Textile Technology from a recognized University/Institute Or 12 th pass with two years National Trade Certificate /State Certificate Course as Spinning / Weaving Technician awarded by NCVT/ SCVT	i) 75% by Direct Recruitment ii) 25% by promotion from Helpers/ Chowkidar /Orderly cum Chowkidar with minimum 6 months Certificate course in related field from any Govt. Department / recognized Institute. <i>Note</i> : Once the incumbent Helpers have either been promoted or retired or resigned or death in harness all subsequent vacancies of Warper cum Winder, Carder, Miller, and Weaving Assistant will be exclusively filled 100% through direct recruitment.
(Level SL-1) 14800 – 47100	Helper	-	-

Schedule-II (D)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
(Level-6) (35400-112400)	Supervisor	B.Tech in Handloom & Textile Technology from a recognized University/Institute. OR Bachelor in design (B.Des)/ B.A (Fashion design) from a recognized University/Institute. OR Diploma in Handloom & Textile Technology from a recognized University/Institute	i. 60% by Direct Recruitment. ii. ii) 40 % by promotion from Senior Spinning Jobber / Sr.Storekeeper / Salesman having not less than (05) five years of substantive service.
(Level – 4) 25500-81100	Senior Spinning Jobber	-	100% by promotion from Spinning Assistant & Spinning Jobber having not less than (05) five years of substantive service.
(Level- 2) 19900 - 63200	Spinning Assistant/ Spinning Jobber	One year Diploma in Handloom & Textile Technology from arecognized University/Institute Or 12 th pass with two years National Trade Certificate / State Certificate Course as Spinning / Weaving Technician awarded by NCVT / SCVT	i) 75% by Direct Recruitment ii)25% by promotion from Helpers with minimum 6 months Certificate course in related field from any Govt. Department / recognized Institute.

Schedule-II (E)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
(Level-6) 35400-112400	Procurement Officer / Accountant Cum Storekeeper	Bachelor of Commerce from any recognized University	i) 50% by Direct Recruitment. ii)50% by promotion from Senior Assistant having not less than (05) years of substantive service.
(Level – 4) 25500-81100	Senior Storekeeper / Salesmen	-	100% by promotion from Store keeper cum clerk having not less than (05) years substantive service.
(Level- 2) 19900 - 63200	Storekeeper cum Clerk	Graduation from any recognized university	i) 60% by Direct Recruitment ii)40% by promotion from Orderly cum Chowkidar/ Chowkidar /Orderly

Schedule-II (F)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
(Level-6) (35400-112400)	Assistant Extension Officer (AEO)/ Sprok Patoos Instructor/Assistant Craftsman	B.Tech in Handloom & Textile Technology from a recognized University/Institute. OR Bachelor in design (B.Des) / B.A (Fashion Design) from a recognized University/Institute. OR Diploma in Handloom & Textile Technology from a recognized University/Institute	100% by Direct Recruitment.

Schedule-II (G)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
Level-6 (35400-112400)	Knitting Instructor	B.Tech in Handloom & Textile Technology from arecognized University/Institute. OR Bachelor in design (B.Des)/ B.A (Fashion Design) from a recognizedUniversity/Institute. OR Diploma in Handloom & Textile Technology from a recognized University/Institute	i. 60% by Direct recruitment. ii. 40% by promotion from Hosiery Instructor having (05)five years of substantive service.
Level-4 (25500-81100)	Hosiery Instructor	-	100% by promotion from Hosiery Assistant having (05) five years of substantive service.
Level- 2 (19900 - 63200)	Hosiery Assistant	Matric with (01) one-year NCVT/SCVT in Sewing/Fashion Design & Technology	100% by Direct Recruitment.

Schedule-II (H)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
Level- 2 (19900 - 63200)	Driver	10th pass with driving license of Light Motor Vehicle (LMV)with (TRANS).	By 100% Direct recruitment

Schedule-II (I)

Pay level & Structure	Designation	Minimum Qualification fordirect recruitment	Method of Recruitment
Level-4 (25500-81100)	Cooperative Supervisor	-	By deputation from Cooperatives (Subordinate) Service.

Schedule-II (J)

Pay level & Structure	Designation	Minimum Qualification for direct recruitment	Method of Recruitment
Level-5 (29200-92300)	Accounts Assistant	-	By deputation from Accounts (Subordinate) Service.

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